



CAREER/COLLEGE NAVIGATOR

Job Description Form

Division/Department	Center of Educational Opportunity and Career Pathways		
Location	2010 Bridge Blvd. SW, Alb., NM 87105		
Reports to	Tara Armijo-Prewitt	Title	Center Director

Level/Grade	Type of position:	Hours <u>20-40</u> / week
5	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

SUMMARY

Serves as a liaison between students, business and industry, apprenticeship programs, trade and technical schools, community colleges, and universities. Works collaboratively with community organizations to develop consistency of approach. Gives appropriate feedback and input on the evaluation of classified and confidential support staff.

RESPONSIBILITIES

- Meets with students individually and in-group settings to help each student prepare a plan for establishing and meeting their career goals.
- Apply an understanding of industry needs and postsecondary programs to help learners understand which career paths fit with their skills and interests.
- Build knowledge about the labor market to help learners identify jobs aligned with their skills and interests and that are available in their area.
- Help learners understand the value of trainings, credentials, or degrees in pursuit of their career goals.
- Administer assessments or career inventories to help learners identify their interests, values, and skills.
- Assist learners in setting education and career goals.
- Track learner progress toward education or career goals.
- Help learners select appropriate coursework, credential or degree programs, and placements aligned with their career goals.
- Provide information on alternative credentialing such as stackable credits to help learners advance towards their career goals.
- Support to learners in navigating systems within and outside the adult education organization.
- Provide information on credit transfer, financial aid, transition to postsecondary education, or dual enrollment.
- Connect learners to basic needs supports such as transportation and childcare or to resources that support transition to the workplace.
- Make referrals to other supportive services and resources, as needed.
- Learner skill building.
- Help learners develop executive functioning skills (such as planning, prioritization, time management, organization, and persistence), study skills, and study habits.
- Help learners develop skills for achieving education and career goals (identifying goals, planning steps, and monitoring progress).
- Job search readiness and job development and placement.
- Help learners apply for jobs (resume writing, mock interviews, and dress for success).

Division/Department	Center of Educational Opportunity and Career Pathways		
Location	2010 Bridge Blvd. SW, Alb., NM 87105		
Reports to	Tara Armijo-Prewitt	<i>Title</i>	Center Director
RESPONSIBILITIES			
<ul style="list-style-type: none"> • Provide referrals to job fairs and help learners build networking skills (such as, preparing an elevator pitch and understanding methods to maintain connections, such as email and social media). • Attend meetings, conferences, and community events as directed. • Incorporate and demonstrate the mission, vision, work, core value and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times. • Performs other duties assigned by the supervisor. • Respond appropriately to the cultural differences present among the Agency's service population. 			
WORK EXPERIENCE REQUIREMENTS			
<ul style="list-style-type: none"> - Two years of experience working in the areas of workforce development, human resources, staff training, or a closely related field. - Two years of experience reading, analyzing, and/or writing reports in an academic, public agency, or private business setting Three years' minimum of administrative/coordinating and supervisory experience. - Valid NM driver's license and a clean driving record. - Knowledge of general economic, labor market, and workforce trends. - Sources of information on job demand, wages, education/training requirements and other labor market information. - Workforce Development agencies and other organizations providing career and employment services for youth. - Proper report writing, document construction and editorial enhancement techniques. - Strong command of the English language and excellent writing skills. - Knowledge of community organizations and resources. - Skills in organizing work of self and others. - Advanced in Microsoft Office Suite. - Demonstrated ability to write clear, concise reports, computer literate and able to meet deadlines and other administrative requirements. - Must be able to work independently with minimum supervision and able to relate to the public. 			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> - Associate's degree in relevant field or equivalent experience OR a satisfactory equivalent combination of education and experience. - Bilingual in English/Spanish required. 			

Employee's

Signature: _____ **Date** _____

Division/Department	Center of Educational Opportunity and Career Pathways		
Location	2010 Bridge Blvd. SW, Alb., NM 87105		
Reports to	Tara Armijo-Prewitt	<i>Title</i>	Center Director

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	